

Online Employment Application Guide Frederick County Government Frederick County, MD

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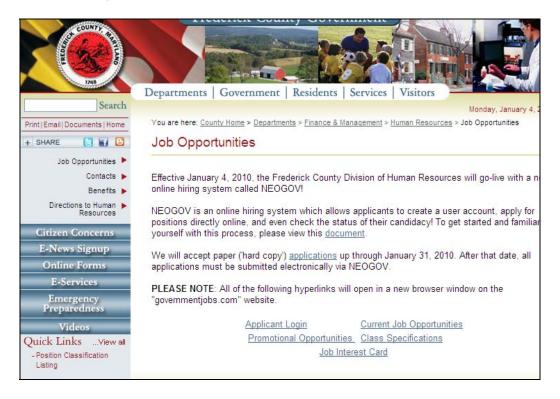
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To Apply for a Specific Job Opening

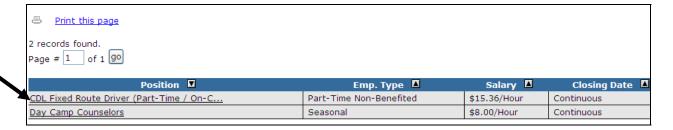
1. From www.FrederickCountyMD.gov, go to the desired Frederick County Government Job Opportunities page:



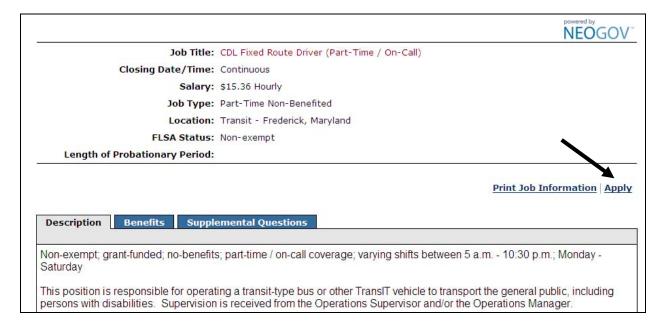




2. On the 'Frederick County Government Job Opportunities' page, click on the job title you are interested in.



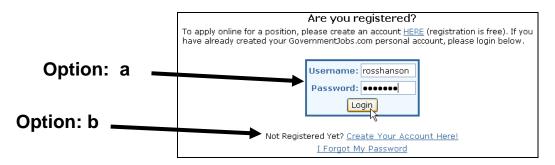
3. Review detailed information regarding the job: Job Description (taking notice to the Qualifications and Requirements section), Benefits, Supplemental Questions, Salary, etc. Click on the Apply link to move into the application.



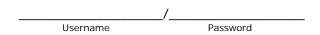
4. Logging in:

- **a** If you already have a **governmentjobs.com** account, log in using the applicant username and password that you created previously (option **a** in the figure below). Skip to Step 6 or 7. Note: Please do not share accounts. A separate account must be created for each applicant.
- **b** Or, if you have never registered with governmentjobs.com, you will first need to set up an account. To do so, click on 'Not Registered Yet? <u>Create Your Account Here!</u>' (option **b** in the figure below).





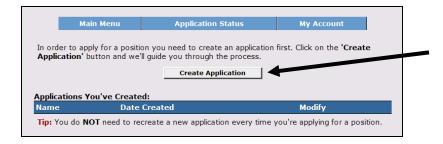
- 5. Enter your new account information (you MUST remember this information)
 - Write your username and password here:



- Click on the 'Save' button when you are done.
- A page is displayed with your login information.
 Click on the 'Login' button
- Enter your username and password and click 'Login'



6. **If you have never created an application online in our system**, this will be your next step. Click on 'Create Application.'



- Input a title for your application for your future reference.
- Click on the 'Create Application' button and Skip to Step 8.



Or, if you already have an application in our online system, YOU DO NOT NEED TO RECREATE A NEW APPLICATION EVERY TIME YOU APPLY FOR A POSITION.

Apply for new jobs with a previously created application by simply clicking on 'To apply for the position of __(the job title)__ click here.' You will be given a chance to update your information and tailor it as needed to the job you are currently applying for.

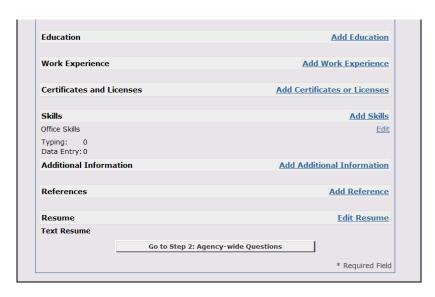


7. Fill in the 'Personal Profile' information if you are creating a new application. If this is a previously created application, review and update. **Note: Required information is marked with an asterisk (*) and must be completed.** Click 'Save and View' to proceed.

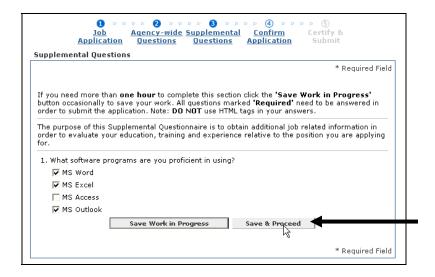




8. Enter Education, Work Experience, Certificates, and other information by clicking on the <u>Add</u> links. Click the 'save' button at the bottom of each section. To add additional entries in any of these sections, click on Add again.



- 9. If you wish to enter a resume, click 'Edit Resume.' You may cut and paste from a previously completed resume into this section. Or you may start from scratch. Resumes are not required.
- 10. Answer the agency-wide supplemental questions (or review your answers if you are using a previously created application). Click on the 'Save & Proceed' button at the bottom of the page.
- 11. Answer the job-specific supplemental questions (if any).





- 12. Click on the 'Save & Proceed' button at the bottom of the page.
- 13. Review your application carefully. Incomplete information may disqualify your application. When you are satisfied that your application is complete, scroll to the bottom and click 'Confirm Application.'
- 14. Click the 'Accept' button on the digital signature screen.

Certify & Submit



By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge and belief. I understand that any false or incomplete response may result in my forfeiting all rights of employment with Frederick County Government. I hereby certify that I am either a US citizen or national, an alien authorized by the US Citizenship and Immigration Services (USCIS- formerly US Immigration and Naturalization Service) to work in the United States. I understand that any final employment offer will be

contingent upon my completion of USCIS Form I-9 and presentation of acceptable documentation at the time of hire. I understand that in order to be employed by Frederick County Government, I will be required to present evidence of my identify and employment eligibility that are genuine and that relate to me, and that federal laws provide for imprisonment and/or fine for any false statements or use of false documents in connection with my eligibility verification. I understand that I may be required to verify any and all information given on this application. I hereby authorize Frederick County to obtain for my past employers, educational institutions, and/or any law enforcement agencies all data needed to support this application. I understand that Frederick County may require a State and National criminal history records check and background investigation or applicants for certain positions. If I am applying for one of these positions, I hereby consent to the performance of a State and National criminal history records check and background investigation. I understand that this completed application is the property of Frederick County and will not be returned. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.



15. Click on the 'Logout' link in the upper-right-hand corner.

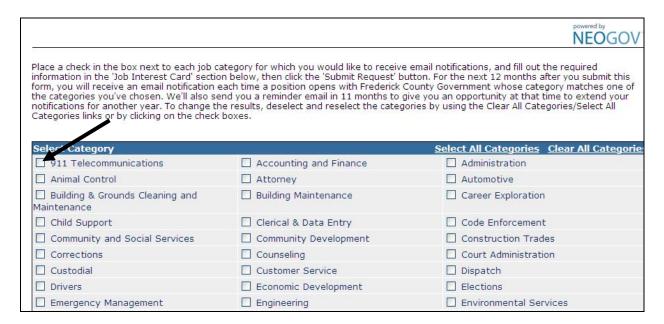
Congratulations! You have successfully completed your job application with Frederick County Government. We appreciate your interest in employment with Frederick County Government and wish you the best in your job search.



Additional Information

To Complete A Job Interest Card

- 1. Log in to: www.FrederickCountyMD.gov and go to the Frederick County Government Job Opportunities page.
- 2. Click on 'Job Interest Card'



3. On the Job Interest Card screen, place a check in the box next to each job category for which you would like to receive email notifications. Scroll down to the bottom and complete the Job Interest Card. Click 'Submit Request.' For the next 12 months after you submit this form, you will receive an email notification each time a position opens with Frederick County Government whose category matches one of the categories you've chosen. After 11 months, you will receive a reminder email which provides you the opportunity to extend your notifications for another year.



To Check Your Application Status

- 1. This can be done by logging into: www.governmentjobs.com. Click on the 'Career Seekers' link.
- Or you may log into the "Applicant Log-in" page at www.FrederickCountyMD.gov/jobs
- 3. Once you are logged into either site, click on 'Application status.' You may also update account information through 'My Account.'





To Create An Application Before Applying for a Job

- 1. Log in to: www.governmentjobs.com or you may log into the "Applicant Log-in" page at www.FrederickCountyMD.gov/jobs, and create an applicant account
 - Click on the 'Career Seekers' link



2. Click on 'Create Your Account Here!' **Note:** If you have already created a user account, login using your previously created username and password. **You will not be able to create another applicant account using the same e-mail address.**



- Enter your new account information (you MUST remember this information)
- 3. Proceed by following the screen directions. Save your work on each screen and when you are done, logout.
- 4. When you are ready to apply for a Frederick County Government job, go to Page 1, Step 1 of this manual and proceed from there.